

CONFIDENTIAL

2 July 1953

REPORT FOR THE WEEK OF 29 JUNE - 3 JULY

To: The Deputy Director of Training (G)

From: Management Training Division

Accomplishments

[redacted] are rapidly nearing the completion of an Agency Handbook for Secretaries. It should be in final form and ready for processing by 15 July.

Space problems for the Division are being resolved. The top priority now is to get air conditioning for Wing C, Alcott Hall. It is my understanding from [redacted] that the Clerical Induction people in the D Street Building will not be moved until air conditioning has been installed in the space that they will use in Alcott or Curie Halls. [redacted] will have permanent desk space in Room 1301 Eye Building as soon as [redacted] and staff move up to the Language Laboratory space.

We have definitely washed out [redacted] from further consideration as a candidate for a position in the Clerical Training Branch after long-distance telephone conversations with her from [redacted] office.

[redacted] GS-9, reported for duty on 1 July and will enter the 6 July BIC(I) Course. [redacted] is one of the most promising instructors that we have brought into the Division; we hope that she will qualify to take over the position of Chief, Clerical Training Branch, eventually.

Plans

Management training, especially the Human Resources Program, will be presented to the DDA Training Officers meeting on Friday 10 July.

An appreciation meeting on the H. R. Program has been scheduled for the top policy staff in the Office of Logistics for Wednesday 15 July as a prelude to commencing the program with groups of supervisors in that Office.

After her marriage on 4 July, [redacted] of the Clerical Induction staff will be [redacted]

Chief, Management Training Division

CONFIDENTIAL